North Central Regional Transit District
Board Meeting
Friday, July 9, 2010

1. CALL TO ORDER:

A regular monthly meeting of the North Central Regional Transit District Board was called to order on the above date at approximately 9:00 a.m. by Chairperson Rosemary Romero at the Santa Fe County Commission Chambers, 102 Grant Avenue, Santa Fe, New Mexico.

a. Pledge of Allegiance
b. Moment of Silence
c. Roll Call

Roll call indicated the presence of a quorum as follows:

Members Present:

City of Española	Councilor Robert J. Seeds
Los Alamos County	Mike Wismer ? Tony Mortillaro Ana Jo Carrellas
Rio Arriba County	Tomas Campos
Pojoaque Pueblo	Cameron Martinez
City of Santa Fe	Councilor Rosemary Romero, Mr. Jon Bulthuis
Santa Fe County	Penny Ellis-Green
Santa Clara Pueblo	Mary Lou Quintana
Taos County	Commissioner Dan Barrone
San Ildefonso Pueblo	Sandra? (later telephonically)

Members Excused
Ohkay Owingeh
Tesuque Pueblo

Staff Members Present
Ms. Josette Lucero, Executive Director
Mr. Jack Valencia, Transit Project Manager

Mr. Ivan Guillen, Assistant Regional Coordinator
Mr. Mark Basham, NCRTD Legal Counsel
Cynthia Helfar, Executive Assistant

Others Present

Mr. David Harris, NMDOT
Jill Carothers, Los Alamos County

d. Introductions

Those present introduced themselves.

e. Approval of Agenda

Chair Romero said she would switch Item a. Berlinda Le Doux, 2010 Budget with Item d. since Ms. Le Doux wasn't present yet.

Mr. Mortillaro moved to approve the agenda as amended. Ms. Ellis Green seconded the motion and it passed by unanimous voice vote.

f. Approval of Board Meeting Minutes of June 11, 2010

Ms. Ellis Green moved to approve the Minutes of June 11, 2010 as presented. Chair Romero seconded the motion and it passed by unanimous voice vote.

g. Public Comments regarding Transportation Items or Issues.

Chair Romero asked Mr. Mike Molina to come forward.

Mr. Tomas Campos entered the meeting at this time.

Mr. Guillen said Mr. Mike Molina was the two time defending van driver for the State of New Mexico and the NMPTA (New Mexico Public Transportation Association) sent him to Long Beach, California to compete in the National Driver Rodeo. Last year Mr. Molina finished seventh nationwide and this year he finished second.

Ms. Lucero said they were proud of Mr. Molina who had taken first in the state the last couple of years and hopefully next year would take first in Nationals. She thanked Mr. Molina for being a good employee and a wonderful driver.

Mr. Molina said six drivers went to the state and the lowest they placed was sixth. He said there were a lot of good drivers and as a certified trainer he would work with all of them this year and bring a lot more awards home next year.

Mr. Mike Wismer from Los Alamos came on the line at this time.

2. Public Hearing: NCRTD Budget
Postponed until later in the agenda.

3. ACTION ITEMS APPROVAL / DISCUSSION: (Revised agenda order)

d. Disposition of RTD vehicles.

Chair Romero pointed out as an agency; vehicles could be sold at public auction and disposed of in other ways. She said there were six vehicles to be disposed of that would have been taken to auction.

She respectfully requested rather than dispose of the vehicles at auction, RTD consider some of the vehicles be given to Girls Inc. She said as a non-profit Girls, Inc. does incredible work with girls and had been established for 50 years. Their motto encouraged girls to be strong, smart and bold. She said she would like to offer Girls, Inc. a couple of the buses.

Mr. Mark Basham clarified that the vehicles wouldn't be *given* to Girls, Inc. It would be a Professional Services Agreement that would be entered into with them.

Mr. David Harris, DOT (Department of Transportation) said he wanted to be sure all of the vehicles were valued at less than $5,000.

Ms. Lucero assured him all of the vehicles were valued less than $3,000 and met the FTA useful life of 4 years and 100,000 miles.

Chair Romero requested at least three vehicles go to Girl's Inc. and other non-profits that board members might have that met the criteria. She said any remaining vehicles would go to auction on July 17, 2010.

She said the first action the board should take was to declare the vehicles surplus and the second action to allow RTD to dispose of the vehicles through Girl's Inc. via contract.

Mr. Tomas Campos moved to declare the vehicles surplus. Ms. Ellis Green seconded the motion.

Ms. Lucero said a letter for surplus had been sent to the state auditor. The auditors waited on the minutes of the meeting of what was decided by the board.

The motion passed by unanimous voice vote.

Commissioner Barrone entered the meeting at this time.

Commissioner Barrone moved that three vehicles would be contractually given to Girl's Inc. and the other three vehicles taken to auction on July 17. Mr. Campos seconded the motion and it passed by unanimous voice vote. Mr. Bulthuis voted against the motion.

Chair Romero said they would move to Item C. until Ms. Le Doux arrived.

> **c. Resolution 2010-06 for Pojoaque Fares:** *Sponsor:* Josette Lucero, NCRTD Executive Director *Attachment*

Ms. Lucero said the resolution was brought to them at the direction of the RPA (Regional Planning Authority) and resulted from meetings with them for running services for Pojoaque School area. She explained that school bus transportation wasn't provided by the RPA however, kids were taken close to a bus stop to catch the school bus into the Pojoaque School area. The RPA wanted to charge fares for this clientele.

Mr. Guillen added this was the basic route.

Ms. Ellis Green said she understood the children were currently charged $1.00 and this would increase the fare to $3.00. She said an estimated cost to run the route in fiscal year 2010 was $12,000 and costs had increased to $50,000 due to additional ridership. The RPA cap of the amount at $40,000 estimated the equivalent to provide students per trip would cost $3.00.

Chair Romero welcomed Councilor Seeds and Marylou Quintana and telephonically Cameron Martinez from Pojoaque and Councilor Wismer.

Chair Romero said she wanted to comment as Chair of the RPA, there had been a lot of discussion about this. These were out of district children and the RPA thought $1.00 wasn't enough to make the budget for the ridership and was in line with the cost. She said the decision was tough but unanimous from the RPA.

Councilor Wismer asked if the route was the only one the RTD sponsored essentially as a school bus route.

Mr. Guillen said there was the Taos, UNM route that was an on-demand route. He said people going to work were also transported but the majority of the ridership was students going to the bus stop.

Councilor Wismer said some of the activities in Los Alamos had experienced a similar surge. He said school bus services incurred a greater liability on the part of the service provider. He asked if legal ramifications were looked at.

Ms. Lucero said that it was. She said there were specific school bus regulations that FTA had to go by. She said in this instance, it wasn't a school bus route but a demand response and students were taken to a bus stop and not into the school district.

Councilor Wismer said he thought with predominantly student ridership the RPA would run into a problem legally in the long run and that was a concern.

Mr. Campos said the route was left from Rio Arriba system and at that time there were legal issues; he thought the policy duplicated that. He questioned the rate and said he and Councilor Seeds would get flack about it.

Chair Romero said the RPA looked at the service that could be provided for the money and it was the best solution. She said everyone would take some heat.

Commissioner Barrone asked if consideration was given to a monthly card with a discount for daily riders. He was told that had been done in the past and was an inconvenience for parents to buy the card.

Councilor Seeds said families struggled to come up with lunch money and he couldn't support imposing another $4.00 more. He said they should combine services to offer the best possible at the most affordable price.

Chair Romero said it was a tough decision. She said these were out of district kids that could go to school in Espanola and parents had made personal choices to send their kids out of district.

Ms. Ellis Green added that when a child transferred from one school to another the district told the parents they would have to provide transportation. She added the budget for fiscal year 2010 went from a proposal of $12,000 to over $50,000. The idea was the service for the entire school year could be provided by charging; otherwise all service would stop when they got to $50,000.

Mr. Campos asked if anyone had approached Pojoaque Schools. He said a certain amount of funding per child was received by them.

Mr. Valencia said he recognized in their equalization formula there was money per child per unit and made preliminary contacts. He said he would follow up next week about a cooperative effort.

Councilor Wismer said he agreed with Councilors Seeds and Commissioner Barrone and he couldn't see a good reason for rates to be raised at this time.

Ms. Ellis Green said the average GRT collected in FY 2010 was used to estimate FY 2011. There were other routes RPA members wanted to see taken care of and why a $40,000 cap was approved. She said the entire proposal including the three dollar increase and the $40,000 cap had been sent to the RTD board.

Mr. Barrone said he wanted to be clear the resolution wouldn't set precedence and impact the other routes, if passed.

Ms. Lucero said agreements were made the RPA would provide service in Santa Fe County and they worked closely with Taos County. She said the service wouldn't impact that route.

Councilor Campos said half belonged to Santa Fe County. He thought it might not have passed the RPA if Espanola had a seat in the RPA.

Chair Romero said that Commissioner Montoya represented that area and sat on the RPA.

Mr. Bulthuis said for the record, the budget proposed for next year had a breakdown in the footnotes that indicated an unobligated balance of $87,000 that would otherwise go to the reserve of the RTD. He said in terms of where additional funds could be earmarked, that was one possibility.

Ms. Lucero said the RPA still tried to meet the DFA requirements and there was money there but the board needed to consider the reserve fund as well.

Councilor Seeds asked if Harry Montoya had been invited to the RTD meeting.

Chair Romero said Santa Fe County was represented by Commissioner Stefanics. Her alternate was Penny Ellis Green, who could vote for Commissioner Stefanics. She said Mr. Montoya had been appointed to the RTD and he and Commissioner Stefanics switched.

Councilor Seeds said he understood that but wished Mr. Montoya was present so he could be asked in person for his response.

Chair Romero said the RPA would meet on July 20 and currently had Commissioners Stefanics, Montoya and Vigil and Holian that represented the Santa Fe County on the RPA. She said she chaired the RPA with representatives from the City of Santa Fe, Councilors Wurzburger, Calvert and Bushee.

Mr. Barrone asked if the issue had to be voted on that day.

Ms. Lucero said the item had to be looked at before school started in the fall.

Mr. Barrone moved the item be tabled until additional questions brought up by Councilor Seeds could be answered and a meeting could be set up with Commissioner Montoya and for the issue to be brought back to the next regular meeting. Councilor Wismer seconded the motion.

Chair Romero said the next regular meeting would be discussed later in the agenda and possibly not be until September.

Ms. Lucero suggested the item could be a discussion item on July 20 at the RPA meeting.

Mr. Barrone asked that his motion reflect the issue an item on the RPA agenda. Councilor Wismer said he agreed. He said the motion to table was non-debatable.

The motion to table passed by unanimous voice vote.

Chair Romero said Ms. Le Doux was now present and they would go back to the agenda item 2.

2. PUBLIC HEARING: NCRTD Budget

a. Approval of FY 2010 Budget: *Sponsors:* Josette Lucero, NCRTD Executive Director, Berlinda Le Doux, NCRTD Financial Manager *Attachment*

Ms. Le Doux said the budget was broken into three components. The first page dealt with Revenue, and area called Cash Balance with detail of the Revolving Fund Balance and the GRT Revenue Actual. She said she also had a comment on the accrual basis for FY 2011.

She explained what each budget report page would cover.

She explained the Budgeted GRT was $5,208,716 and the actual over nine months received was $5,310,662 with revenue over operating budget in a 12 month projection of $101,946.

She said the cash balance Revolving Fund Balance was $700,000.

Ms. Le Doux said the numbers were also worked by the 12 month accrual basis, $1,145, 602 and the proposed Reserve Fund (changed from being referred to as a Revolving Fund) was $1,947, 548.

Mr. Campos said the actual doesn't match. He asked if there was a difference in months.

Ms. Lucero explained that Ms. Le Doux showed actual revenues that came in and the difference between the two would carry over to 2011.

Mr. Lopez commented that the $ 5.8 million looked at by Mr. Campos reflected 10 months of actual revenues and was why it exceeded the dollar amount.

Chair Romero opened the public comment portion of the NCRTD Budget.

PUBLIC COMMENTS

Jill Carothers, 2265 B 38th, Los Alamos Street was sworn in. She asked if the adoption of the final FY 2010 was for reporting purposes to the DFA.

Ms. Lucero said that was correct and that a submittal to the DFA was due the end of the month.

Ms. Carothers said the actual statement categories and amounts hadn't seemed to match. She asked what weight the final report had if the category and some of the amounts weren't in sync with the actual numbers.

Ms. Le Doux said what was looked at was preliminary and the budget was in accounting period 13 and the period 13 adjustments were still being recognized. She said she would be responsible for the final adjustments to match what was turned into DFA in each category. She hoped to have the finals ready by the next board meeting.

Ms. Carothers said when she looked at the budget versus the actual; it would be helpful if the categories could be the same and not change. She said the categories and the amounts had changed from the FY 2010 budget that was presented at the finance meeting a couple of weeks ago and it was hard to follow.

The Public Comment portion closed at this time.

Mr. Mortillaro said the operating budget that was utilized for the FY 2011 budget document doesn't match; particularly the FY 2011 on page 2. He said the Los Alamos allocation in FY 2010 at $1.78 million wasn't on the FY 2010 budget.

Ms. Le Doux said that compared a nine-month to a 12 month on accrual.

Ms. Lucero said Ms. Le Doux kept the format submitted by Marjorie and remained the same as what had been approved a year ago. She said Mr. Lopez was asked to change the format to show more information.

Commissioner Barrone moved to approve the FY 2010 Budget as presented. Councilor Wismer seconded for discussion.

The Public Hearing for the FY 2011 Budget was opened at this time.

Commissioner Barrone said he was concerned. He said the acronym used was NCRTD and that stood for North-Central Regional Transit District and he brought that up because 86% of a certain portion of the budget went to Santa Fe and 83% of a portion went to Los Alamos.

He said there were administration costs and a million dollars was left in the budget. He said this is a *regional* transit district and they should be sure it stayed regional and right now it doesn't feel regional.

He asked that it be on record that he had a concern.

Councilor Seeds said he would echo what Commissioner Barrone said. He said he was committed this year to convincing board members to change the formula and the way business was done. He said they were a team; they came together from different communities and should stay that way. He said the board could serve the public better if everything could be consolidated rather than be independent.

The motion passed by unanimous voice vote.

PUBLIC HEARING: FY 2011 BUDGET

b. Approval of Revised FY 2011 Budget Submission: *Sponsors:* Josette Lucero, NCRTD Executive Director, Pat Lopez, NCRTD Financial Analyst *Attachment*

Mr. Pat Lopez, Financial Analyst with RTD said they sought approval for the FY 2011 budget that started July 1. He said there had been some long meetings and they developed a good preliminary budget. He said the budget had to be submitted for final approval to the local government division by the end of July.

He said the budget in brief, explained and summarized everything and provided a narrative. He said at a finance meeting another column was requested to compare apples to apples. For comparative purposes the budget had be reformatted.

Mr. Lopez reviewed the page format and columns.

He showed the beginning cash balance of $1.9 million. He repeated the GRT was on a cash basis and was budgeted for nine months for FY 2010 they proposed to go on full accrual basis that would recognize when the revenue came in to account for 12 months of revenues.

He showed in the revenue section, the Federal Grants and a breakdown of federal funds and said many of those had carried over from the previous FY 2010. He talked about carry over amounts and pointed out the GRT/RTD budgeted for 2011. He said that of $818,622, they received $250,000 from the four counties which totaled $1 million. That was cut to the $818,000 and the administrative fund had to be reduced and the additional money had been moved into the operating account.

He said a 5% reduction was taken on what was projected for FY 2012. The total fiscal year in revenues was $10,399,294 budget request; a 5.2% reduction from the previous fiscal year. He said administrative expenses were an 11.2% decrease from the previous fiscal year.

He talked about the grants on the second page in operating expenses and said most was earmarked for Rio Arriba, Taos, and a portion of Santa Fe County.

He reviewed operations expense and totals. He said $952,775 was money obligated for the RPA and $1 million was for Los Alamos and they had $1,774,344 by contractual obligation to the Rail Runner.

He said the total budget proposal of $5,981,170 was an increase (10.6%) from the FY 10 operating budget of $4,950,747. He said if the Rail Runner contractual obligation and money to Los Alamos was taken out and compared to FY 10 allocations and the 86% RPA agreement, there was actually a decrease of 6.8% in their operating budget.

Ms. Lucero explained the Santa Fe agreement was that half of the $3,500,000 was obligated to the Rail Runner but 86% was Santa Fe County that was provided by the RTD. She said the $952,775 was for the City of Santa Fe and the 14% of the 86% was for administrative for the RTD.

Mr. Lopez went through a breakdown of GRT of the county service operations.

Chair Romero opened the meeting up to Public Comment at this time.

PUBLIC COMMENT
There was none and the Public Comment was closed.

Mr. Bulthuis said a shift from the administration into operations was something everyone could support. He asked what the breakdown was between the JARC/TANF revenue. He said the city hadn't been able to make that work.

Ms. Lucero said TANF funds hadn't worked for the RTD either. She said though the heading was under JARC/TANF the TANF funds hadn't been worth the reporting requirements for the amount of money and the fund was strictly JARC.

Mr. Mortillaro said he would speak from the Finance Consolidation Committee standpoint. He said there were three meetings on budget and the last was on July 7. He said they took a unanimous vote to recommend the board approve the budget. He said the budget was thought to be conservative and met the needs of the members of the RTD district.

He asked if the budget provided services to members of the RTD district as adopted by the board.

Ms. Lucero said existing services would continue to be provided and there would be no decrease in operating services.

Mr. Mortillaro said the committee intended to revisit the budget in October and track it because of the economy; especially because of what the state projected in terms of potential revenue.

Ms. Lucero said all GRT revenues were brought in monthly and could be tracked on a monthly basis. She said suggestions could be taken back to the finance committee.

Chair Romero said the City of Santa Fe monitored the GRT carefully and everyone was on high alert to watch their expenditures. She said as board members they had a fiduciary responsibility to keep it on track.

Mr. Mortillaro acknowledged the staff; Pam (?), Ms. Le Doux and Ms. Lucero and their hard work to revise the budget.

Ms. Ellis Green said Ms. Lucero mentioned that service plans wouldn't be altered. She asked for confirmation that the Santa Fe County service plan included capital and if the budget changed, how they would fund capital.

Ms. Lucero said the budget wouldn't change. She said the capital portion requested by Santa Fe County was still being looked at and would be in the reconciliation of 2010. She said once reconciled, it would be factored in.

Ms. Ellis Green said in the footnote the GRT numbers and the balance of Santa Fe County to refer to the reserve fund was shown. She said that could be a place if the three dollars per ride wasn't approved by the board, they had to use some of that.

Chair Romero said the discussion was to use the money for the route and once gone, the route would have to be stopped. She said that could be a consideration. She said DFA looked for them to have a reserve in place and it had to come from somewhere.

Ms. Ellis Green asked how much reserve there was now and how much they needed to have.

Mr. Lopez said the requirement was up to three months and a minimum of one month and this provided approximately two months of reserve. Currently there was $700,000 that would take them two a half months.

Mr. Campos asked if the RPA had addressed that the new governor might look to them for the shortfall on the Rail Runner.

Chair Romero said originally they weren't going to get anything for the Rail Runner. She said they would look at that further it hadn't been discussed yet.

Ms. Lucero said when the Rail Runner looked for cuts on services the Albuquerque side would be cut and RTD should be sure to reapportion the Santa Fe side.

Mr. Mortillaro said the Finance Committee deferred a discussion until July 30 as to what to recommend to the RTD for compensation increase for employees for the RTD for FY 2011. A recommendation on the percentage would be made at the next board meeting.

Councilor Seeds asked in the budget, on travel monies; $15,000 highlighted and in the budget line item $25,000 was listed.

Mr. Lopez said that was to reflect changes from the previous meeting and was the actual reductions submitted. He said the amount was $21,943 and included the $6,000 from the 5311 Grant.

Councilor Seeds asked for a breakdown of what was needed and not.

Mr. Mortillaro said that level of discussion was expected to be reviewed by the executive director. He said a reduced travel budget was submitted in recognition of revenue thought by the committee to be a reasonable amount to request to meet training needs.

Councilor Seeds said he tried to determine how they came to that figure and there should be comparables from last year.

Chair Romero said the comparables were listed. She said the level of detail he requested could be made available at a Finance Committee meeting.

Councilor Seeds asked if every time staff traveled from the RTD board it was approved.

Chair Romero said that was a management issue and the expenditures were at the executive director level and not dealt with at the board level. She said it was clearly laid out in the bylaws and for his question, the executive director had been deemed to make that decision.

Councilor Seeds said he disagreed with that. He said at his level of city government anyone that traveled came before the governing body for approval. He thought that should be the same for the RTD Board and said that could be something that should be looked at in the future.

Sandra?? from the San Ildefonso Pueblo came on the line at this time.

Mr. Valencia said one aspect of the travel budget was the mandatory training and travel by the DOT to maintain certifications and necessary requirements for drivers and staff, etc.

Chair Romero said she hoped some of the questions would be brought to the Finance Committee and would encourage them to look at a consolidated budget. She said it would benefit the board to have a regional effort and a consolidated budget could answer some of the questions.

She said she wanted to reiterate the tremendous amount of work put into the project and the questions and responses and changes to the budget to bring it in line. She gave kudos to the staff and said it was a good budget and everyone went over and above and she appreciated the extra effort.

Chair Romero moved to approve the FY 2011 budget as presented. Councilor Wismer seconded.

Commissioner Barrone said he wanted to extend his comment previously because he had some issues.

Councilor Seeds said to meet to discuss consolidation of the budget; they were now approving FY 2011. He asked how and when those two could come together or could they.

Chair Romero said her comment was for the future.

Ms. Lucero said staff could bring to the Finance Committee the work done on 5-6 budget options that hadn't been discussed in detail as an opening discussion.

The motion passed by unanimous voice vote.

Councilor Seeds asked about the grant that would be lost next year. He asked if it was being looked at how that would be addressed.

Ms. Lucero said the Finance Subcommittee asked for a five year projection and there would be $150,000 shortfall for next year. She said that was why the accrual was strongly encouraged. She said the accrual would take them to $2 million and part of that could be used for the shortfall. She said in addition they should consider amendments to the budget for this fiscal year. She said an option was for bounces or spikes to continue to be used for reserve money.

4. DISCUSSION ITEMS:

a. Tribal Subcommittee Report: *Sponsors*: Subcommittee Chairman, Tim Vigil Pojoaque Pueblo and Jack Valencia, NCRTD Transit Project Manager *Attachment*

Ms. Lucero's highlighted items that had been discussed for the Tribal Subcommittee:

- To get amendments into the RTD prior to July 1. That was successful. To provide services to Tesuque, San Ildefonso, Pojoaque and Santa Clara.
- Collectively it was decided who would be planned for the 2011 tribal transit grant. Pojoaque, Santa Clara, San Ildefonso all submitted individual applications for 2011. RTD assisted Tesuque with their application.
- Santa Clara asked that Ms. Lucero meet with the governor and she had. The governor wanted an express route to the Indian hospital and the administration building in town. Service would start on Monday. The governor also approved for tribal transit money to be used to purchase a vehicle.

b. Finance/Regional Coordination & Consolidation Subcommittee Report: *Sponsors:* Subcommittee Chair Anthony Mortillaro, Los Alamos County Administrator and Josette Lucero, NCRTD Executive Director *Attachment*

Chair Romero said because of a small turnout at the coordination consolidation subcommittee, the meetings were combined. She said currently they had one committee and she would look to board members to look at possibly splitting the committee up again in the future.

Mr. Mortillaro said he gave most of the report during the budget discussion and unless there was a question about the minutes he had nothing further.

c. Executive Report for June 2010: *Sponsor*: Josette Lucero, NCRTD Executive Director *Attachment*

Ms. Lucero gave highlights of the Executive Report as follows:

She noted the City of Santa Fe and Los Alamos County had been paid for their portion. She said they lacked City of Santa Fe's last quarter and reconciled the remaining monies for Los Alamos.

Mr. Valencia said he would highlight information on the building update. He would also send via email in regards to publication and advertising for the bids for the building. He said there would be a mandatory pre-bid Wednesday, July 14 at their building in Espanola at 2 p.m. He said the construction public that wanted a set of plans could contact Ellis Browning Architects at 505-984-2344.

He said he hoped to confirm the use of Rio Arriba County's Commission Chambers for Thursday at 2 p.m. for a bid opening.

Councilor Seeds asked how word was put out to advertise and let people have the opportunity to bid.

Mr. Valencia said it was in the various newspapers and all requirements were met for publication and the allowance and time to bid had been allocated. He said board follow-up was to make them aware if they knew contacts in their community that had interest.

Chair Romero said she suggested it also be listed on the NCRTD website.

Mr. Valencia asked that staff have an opportunity to maintain a monthly update with the building progress and that it be added to the monthly agenda.

d. NCRTD Ridership Reports for May 2010: *Sponsor*: Josette Lucero, NCRTD Executive Director *Attachment*

Ms. Lucero said ridership continued to increase on a monthly basis for the combined ridership and the RTD portion was down in May. The routes were looked at closely and research on a six month period and if there was something of note, it was brought to the board's attention.

Chair Romero asked Ms. Lucero to describe how riders were accounted for.

Ms. Lucero said each driver kept a passenger log, by bus stop and per route and that was kept in binders.

Mr. Campos asked if there was a reason for the bigger bus. He said there was renewed interest in catching a Park and Ride to Los Alamos.

Ms. Lucero said she suggested that be taken to the coordination consolidation meeting on July 30, as an agenda item to coordinate the route. She would get an answer to his question about the reason for the larger bus.

Sandra ? said she had the same question as Mr. Campos about the bigger bus.

e. Budget & Expenditure Reports: *Sponsor:* Josette Lucero, NCRTD Executive Director Regional Transit GRT *Attachment*

Mr. Lopez said the reports reflected that they budgeted for 9 months but the report reflected 10 months of actual GRT revenue. He said they had received $5,861,000 through the first 10 months. He said some of the money was committed to the Rail Runner. He said two more months of revenue would be received before they went on the accrual basis and any excess revenue would be utilized for the reserve fund.

Combined P& L format

Ms. Le Doux said when compared to the final budget, the numbers were different because she couldn't budget until she received approval for that budget. She said she still made final adjustments in period 13 and still had outstanding invoices that had to be booked into FY 2010. She said in the end the final budget could be tied to the Final Budget Expenditure Report.

She said she would present that when she had the numbers. She said this report represented the budget adjustment from March.

Ms. Lucero said she had a call about the larger bus and it was because the other bus was rotated out for maintenance. Sandra said they might want to meet and follow up on the ridership on that route.

Chair Romero suggested that was another item that should be brought up at the July 30 meeting.

f. Roles, Responsibilities and Conflict: Bylaws for the NCRTD: *Sponsor:* Rosemary Romero, NCRTD Chair *Attachment*

Chair Romero said Hector Balderas was asked to review the procurement process. She asked that the board read the bylaws. She said she worked on for the City of Santa Fe, making code amendments to the conflict of interest which she would introduce in an upcoming city council meeting. She said there were gray areas to clean up and said this was part of the process to be more transparent.

She said the previous year when the board went through strategic planning, orientation was encouraged she thought they should still do more. She said at that time she noted her work in environmental mediation, facilitation and strategic planning and organizational development. She said there were policies the board should review that would make the organization more effective.

She asked Ms. Lucero to email board members the Transit Board Member Handbook that described how transit boards were more effective and offered conferences. She said in the handbook, there were discussions about the board's performance and a self assessment process. She said it would be a good process to follow for their board, given some of the things Santa Fe was going through it was a good reminder.

4. MATTERS FROM THE BOARD

Chair Romero said issues were brought to light the Finance Committee had difficulty getting people to board meetings.

She said the time of the meeting was brought up by Councilor Seeds.

Councilor Seeds said considering the winter months and weather, he suggested the afternoon was generally clearer and to meet at 1 p.m. everyone could get to the meeting and home safely.

Councilor Wismer agreed the time change would make it easier for him to attend more easily.

Ms. Ellis Green said Commissioner Stefanics had a conflict with Friday afternoons.

Chair Romero said if Commissioner Stefanic's had a conflict her alternate, Ms. Ellis Green might be able to make it.

Councilor Seeds suggested Wednesday or Thursday instead of Friday.

The committee discussed the dates and time for meetings they would get the most members.

Mr. Campos said Rio Arriba would have a new commissioner in December, so he wouldn't comment.

Chair said the board looked at changing the time of the meetings from 1:00 to 3:00 p.m. and she would note there was a Finance Regional Coordination Subcommittee on July 30. She suggested they keep that date and not have a meeting in August.

The next board meeting in September was discussed considering the Labor Day holiday and Fiesta.

Chair Romero said July 30 Finance Meeting from 9-10 a.m. followed by a Regular Board meeting at 10:30 Special Board meeting.

Ms. Lucero said the three items discussed for her to bring the salary increase, travel and budget options. She said those would take time to go through.

Chair Romero confirmed there would not be a meeting in August or September and a Special Board meeting would be held on July 30.

Councilor Wismer asked if the October meeting could start at 1 p.m.

Chair Romero said she would work on that request.

Ms. Lucero said a notice would be sent to Outlook.

5. MISCELLANEOUS

6. NEXT BOARD MEETING: FRIDAY July 30, 2010

8. ADJOURN

Chair Romero moved to adjourn the meeting. Councilor Seeds seconded the motion and it passed by unanimous voice vote. The meeting was adjourned at 11:28 a.m.

Approved by:

Rosemary Romero

Rosemary Romero, Board Chair

Attest:

Michael Wismer

Michael Wismer, Secretary

Minutes submitted by

Carl Bowz